

Abingdon Astronomical Society

AAS Privacy Policy, Issue 1.0, 11/05/2018

What personal data does Abingdon Astronomical Society (AAS) collect?

The data we routinely collect includes members' names, addresses, telephone numbers and email addresses. We also collect the names and some contact information for visitors to meetings that are prospective members. We collect these data directly from our members when they join the club or are prospective members attending their first meeting.

For some of our members we may have additional information such as committee memberships. For all members we maintain data on whether they have paid their AAS subscription.

How does AAS use these data?

We use members' data for the administration of your membership and communicating with members of concerning membership and our events.

Do we share your data with other organisations?

AAS does not share your data with any other organisations.

If you register with Yahoo! to use the abingdonas Yahoo! Groups email mailing list, the data you share with Yahoo! will be subject to their privacy policy. Membership of abingdonas is optional and provides email discussions of astronomical topics and notices of meetings and events organised by AAS and others. When you apply to join the abingdonas mailing list your email address is supplied to the administrators of the list, who are members of the AAS Committee.

How do we collect your data?

Data are collected from members when they join AAS and complete our subscription form. Data are collected from visitors when they enter their first meeting. Email addresses are also received via applications to join the abingdonas list; although, in many cases, members will already have supplied this on joining AAS.

How is your data stored?

Completed subscription forms are stored securely in the private homes of the AAS Treasurer and/or Secretary.

Members' data in electronic form are stored on the personal computers of the AAS Treasurer and Secretary, which have Internet security and anti-virus measures in place. No data are stored remotely except the data provided to the optional abingdonas mailing list, which is subject to the Yahoo! privacy policy.

Who takes responsibility for ensuring data protection compliance?

We do not have a statutory requirement under the GDPR (General Data Protection Regulations) to have a Data Protection Officer. The Committee of AAS is the Data Controller. The person who is responsible for ensuring that AAS discharges its GDPR responsibilities is the AAS Secretary.

Yahoo! is a Data Processor of email addresses of AAS members and others who choose to join the optional abingdonas email mailing list.

Who has access to your data?

Committee members of AAS have access to members' data in order for them to carry out their legitimate tasks for the AAS.

Abingdon Astronomical Society

What is the legal basis for collecting these data?

AAS collects data from members and prospective members that are necessary for the purposes of its legitimate interests as a membership organisation.

How can people check what data AAS holds about them?

If you would like to see the name and contact data which AAS holds, you should contact the AAS Secretary.

You can contact the AAS Secretary with a 'subject access request' if you would like AAS to provide you with any other information we hold about you. Specifying the particular aspects in which you are interested will help us to provide you with what you need promptly. We are required to provide this to you within one month.

AAS would not usually charge a fee for this, although we may charge a reasonable fee based on the administrative cost of providing the information if a request is excessive, or for requests for multiple copies of the same information.

Does AAS collect any sensitive personal data?

The GDPR uses the term "special categories of personal data" to indicate sensitive personal data. AAS does not record any such data.

Can you ask AAS to remove, limit or correct the data held about you?

You could maintain your AAS membership with your correct name but with limited contact details. AAS needs to have at least one method of contacting you. You could for example simply maintain an up-to-date email address.

Alternatively, providing you supply your correct name, you can attend AAS meetings as a returning visitor and pay the returning visitor meeting charges.

If you find some aspect of the data AAS holds about you to be incorrect, please contact the AAS Secretary in person or in writing and ask for the data to be amended.

How long does AAS keep your data for and for what purpose?

AAS keeps members' data after their membership subscription runs out in case they wish to rejoin. However, we will delete any contact data for former members at their request or, in any case, after four years of lapsed membership.

Data from prospective members who do not subsequently become AAS members will be deleted within two years.

What happens if a member dies?

Once we have been told of the death of a member or recently lapsed member, by a relative or estate executor, we will delete the contact data we hold for them.

Where can members see this Privacy Policy?

The AAS Privacy Policy will be shown on the AAS website. Paper copies can be provided by the AAS Secretary.

Chris Holt, Secretary, Abingdon Astronomical Society Date: 11th May 2018